Course Syllabus

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LT 105: Research & Informed Learning

Course ID: 77683

Fall 2019: August 19-Dec. 14, 2019

Professor: April Cunningham

Contact: acunningham@palomar.edu and 760-744-1150 ext. 3696

Office Hours: By Appointment online or in person

IMPORTANT DATES

Because of rules set by the state for enrollment in online courses, you need to complete the assignment for the first and/or second module to stay in the class. If you do not complete at least one of the first two modules, I will have to drop you from the course even if you want to stay enrolled. Unfortunately, that means you cannot take too much time establishing your routine for getting work done and getting yourself on track. For that reason, if you are having any trouble with the first module, please get in touch with your instructor right away, acunningham@palomar.edu.

Textbooks:

Information Literacy Concepts (http://media.lib.ecu.edu/DE/tutorial/OER/Information_Literacy_Concepts.pdf) 2017 by Joyner library (free online)


Course Outcomes & Aligned Assignments

Understanding Research

Outcome: You will refine your conceptualization of the research process.

Aligned Assignments: Analyzing Your Research Style | Analyze Your Research Style Now
Choosing Sources

Outcome: You will be able to articulate and apply appropriate evaluation criteria for selecting information sources.

Aligned Assignments: Evaluating Statistical Arguments | Annotated Bibliography | Source Matrix/Annotated Outline

Synthesizing Sources

Outcome: You will be able to synthesize what you learned from your research in order to support your conclusions.

Aligned Assignments: Say-It-In-Six Presentation

Guiding Evaluation

Outcome: You will be able to recommend appropriate strategies to teach to others to evaluate information sources.

Aligned Assignments: Research Tips LibGuide

INSTRUCTOR AVAILABILITY

The best way to reach me is by email – acunningham@palomar.edu. I check my email every day, Monday through Friday. I will usually check my email at least once during the weekend. If I have to be away because of a conference or other obligation, I will post an announcement. I work at the San Marcos campus library throughout the week and at the Escondido Center Library on Thursday nights. If you’d like to meet in person or by phone during those times, please contact me so we can set-up a meeting. I’d love to talk with you!

EMAILING THE INSTRUCTOR

For consistency and ease of recognition and response put “LT105” in the subject line for ALL email messages sent to me (acunningham@palomar.edu). This will help to distinguish student email from all the other messages. And it will help to distinguish between questions from the two courses I am currently teaching.

TYPOS HAPPEN

Since I’m communicating with you almost entirely through written instructions, announcements, emails, and other notes, you can expect to find some minor errors. I will do my best to proofread all of the content that I post (and I assume you will do the same with what you post). If you come across an error in one of my
documents that makes it hard for you to figure out what I mean, please email me right away. I will appreciate your help with finding typos that are causing confusion.

**Don’t Lose Your Work**

Do not write your posts or any other assignments directly into Canvas because it does not save automatically the way that Word or Google Docs does. You can easily lose a lot of work if you accidentally navigate away from the page before posting or if your computer unexpectedly restarts. Write whatever you want to write in a word processing program first and then copy and paste it into Canvas.

**Course Schedule**

For readings and discussion topics, please see the Modules in Canvas.

**Weeks 1-3 -- Choosing a Topic and Getting Curious**

Lesson 1: Finding inspiration and brainstorming research interests

Lesson 2: Pre-search: The process of selecting a topic

Lesson 3: Defining Informed Learning, Information Literacy, and the Research Process

Major Assignment: Analyzing Your Research Style

**Weeks 4-8 -- Finding Sources and Deepening Your Research Question**

Lesson 4: Finding and evaluating Information in General Databases

Lesson 5: Finding and evaluating Information in Specialized Databases

Lesson 6: Identifying Sources of Support Throughout the Research Process

Lesson 7: Articulating a research goal, question, and purpose

Lesson 8: Completing the Search and Asking Critical Questions about Your Sources

Major Assignment: Evaluating Statistical Arguments

[https://docs.google.com/document/d/1XojfGHWShBwx5-UMBsbKwaDlpHWUUB6i6KAp4RxPz_Y/edit?usp=sharing](https://docs.google.com/document/d/1XojfGHWShBwx5-UMBsbKwaDlpHWUUB6i6KAp4RxPz_Y/edit?usp=sharing)

**Weeks 9-11 -- Putting it Together**

Lesson 9: Defining plagiarism and strategies for ethical research practices

Lesson 10: Summarizing sources and synthesizing findings
Lesson 11: Organizing Information Sources by Theme

Major Assignments: Annotated Bibliography and Source Matrix/Annotated Outline

**Weeks 12-16 -- Using the Knowledge You’ve Built**

Lesson 12: Summarizing research findings and drawing conclusions

Lesson 13: Using research findings to formulate a persuasive message

Major Assignment: Say-it-in-Six Presentation

Lesson 14: Selecting and recommending research and evaluation strategies

Lesson 15: Re-defining the research process

Major Assignment: Analyze Your Research Style Now

Lesson 16: Applying What You’ve Learned

Major Assignment: Research Tips LibGuide

**Evaluation and Assessment**

**Discussions** and **Reading Quizzes** are designed to give you practice with concepts, vocabulary, and skills before you have to apply them in a Major Assignment.

- Discussions are considered incomplete if you have not addressed all elements of the discussion prompt and/or if you have not responded to any other students’ posts.
- Students are expected to contribute to group activities and class discussion. This type of participation is required by the college to make sure that online classes are as much like face-to-face classes as possible.
- Students are expected to express their own opinions, pose questions, compare and contrast ideas, and collaborate through discussion. What you learn in this class will come from the connections you make with the content. Your effort is what will make it possible for you to apply what you learn to your other LT courses and to your work in libraries.

**Activities** include scheduled check-ins with the professor and opportunities presented throughout the semester to connect your learning with topics in the news.

**Assignments** are Major Assignments in which you will apply your learning from throughout each lesson. Your Major Assignments are your opportunity to demonstrate you have mastered the course outcomes. If you want to pass the class but you do not meet or nearly meet the outcome(s) assessed by every assignment, you will have to re-do the work that did not meet the standard and submit your revisions in a final portfolio with an explanation of the improvements you have made by the last day of the semester. If
you have not met the standard for at least one of the assignments aligned to each course outcome, you will earn a D or F in the class.

Contract for Course Grade

You must meet the outcomes assessments and not exceed the number of missing or incomplete work products to earn your grade in this course.

<table>
<thead>
<tr>
<th>Course Grade</th>
<th>Outcomes Assessments</th>
<th>Missing or Incomplete Discussions/Quizzes</th>
<th>Missing or Incomplete Activities</th>
<th>Missing or Incomplete Assignments</th>
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READINGS, ASSIGNMENTS, TIME MANAGEMENT, AND COURSE CONTENT

Since this is an online course, you will be doing a lot of reading and writing, and completing weekly learning activities over the next 16 weeks. As a general rule, for each hour that you spend in a college-level class, you should plan to spend one to two hours outside of class each week preparing and studying for it. **Since this is a three unit, online course, you should plan to spend nine to 12 hours each week doing work.**

Students who are already skilled at research, writing, and at managing their time in online classes can expect the class to take about nine hours a week. Students who are not yet highly skilled at research, writing, and managing their time in online classes should expect the class to take them 12 or more hours per week.

My feedback to you on your discussions and major assignments will tell you if you are meeting the standards for this class. If you are getting feedback that indicates you are not meeting the standards, please use my written feedback to adjust your performance. If after adjusting your performance and spending additional time reading, reviewing, and writing you are still not meeting the standards, please schedule a meeting with me and we can discuss additional techniques for reading efficiently and managing your time in an online class.

ACADEMIC HONESTY, PLAGIARISM AND CHEATING
Students are expected to adhere to the highest standards of academic integrity. This includes: honesty, trust, fairness, respect, and responsibility. Please refer to the College’s Standards of Conduct ([http://www2.palomar.edu/pages/studentaffairs/home/student-discipline/](http://www2.palomar.edu/pages/studentaffairs/home/student-discipline/)).

Your work in this class should be a representation of your own ideas and understanding. If you copy someone else’s words, or even paraphrase someone’s ideas without giving them credit, you are plagiarizing. Plagiarism and cheating are unacceptable and may result in a failing grade for an assignment or for the entire course. It is your responsibility to know what plagiarism is and how to avoid it. If you have questions about plagiarism, ask me immediately. I report incidents of academic dishonesty to the Director of Student Affairs. See the following websites for more details on plagiarism:

[www.plagiarism.org/](http://www.plagiarism.org/)

[Using Sources from Harvard University](http://usingsources.fas.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page342054)

### ACCESS TO COMPUTERS/INTERNET

It is very important that you have regular access to a computer that works and a reliable Internet connection in order to complete your weekly assignments on time. If you do not have a personal computer, that’s okay but it means you’ll have to plan ahead. Here are some places on campus where you have free access to computers and the Internet:

**San Marcos Campus -- 1150 W. Mission Rd. 92692**

- Library ([hours](https://www2.palomar.edu/pages/library/libinfo/library-hours/))
- The new Student Union computer lab (second floor), Hours: Monday through Thursday: 7:30am-6:00pm and Friday: 8:00am-12:00pm

**Escondido Center -- 1951 E. Valley Pkwy. 92027**

- Library ([hours](https://www2.palomar.edu/pages/library/libinfo/library-hours/))
- Teaching & Learning Center, Hours: Mondays & Wednesdays  8:00a.m. to 7:30p.m., Tuesdays & Thursdays 9:30a.m. to 7:00p.m., Fridays  8:00a.m. to 3:45p.m.

**Rancho Bernardo Education Center -- 11111 Rancho Bernardo Rd. 92127**

- Library ([hours](https://www2.palomar.edu/pages/library/libinfo/library-hours/))

**Fallbrook Education Center -- 35090 Horse Ranch Creek Rd 92028**

- Library ([hours](https://www2.palomar.edu/pages/library/libinfo/library-hours/))

**Check the Palomar College website to verify these times before coming to campus.**

If you can’t make it to campus, you have access to computers are your local library. Contact me for help finding a library near you.
STUDENT SUCCESS RESOURCES

Disability Resource Center

A student with a verified disability may be entitled to appropriate academic accommodations. If you have a disability and believe that you will need accommodations, you are encouraged to contact both your instructor and the Disability Resource Center at 744-1150 ext. 2375.

Counseling

The Counseling Department at Palomar provides free counseling services for academic and personal guidance. Every student who is planning to complete a degree or certificate should meet with a counselor to find out what classes are required and to complete an education plan. To schedule an appointment, call the department at (760) 891-7511 or go to their counseling website (https://www2.palomar.edu/pages/counseling/appointments/)

Nutrition Support

There is a food pantry on the San Marcos campus that is available to all students who need food for any reason. Please feel free to come to campus to use this resource. Read more about the food pantry (https://www2.palomar.edu/pages/studentaffairs/student-assistance/palomar-college-food-bank/)

Free Tutoring

Get help with your work, free of charge, through online tutoring. Find information about online tutoring here (https://www2.palomar.edu/pages/onlinetutoring/).

Tutoring is also available in person at the Tutoring Center on the third floor of the Library and at the Centers. Call (760) 744-1150 x 2448 to make an appointment.

Microsoft Office (including Word)

All of the core Microsoft Office applications are available to Palomar students for free. So if you don’t have word processing, spreadsheet, and presentation software on your computer and you need it, please go to this webpage about Microsoft access (https://www2.palomar.edu/pages/atrc/2015/01/22/free-office-365-for-all-palomarites/).

Ask-a-Librarian is a 24/7 chat reference
This is a service where you can type in your research-related question and get help from a librarian (https://www2.palomar.edu/pages/library/research-help/ask-a-librarian) even when the library is closed.

Job Placement Assistance

You can get help with resumes and other job search tasks by filling out the interest form on the Job Placement website (https://www2.palomar.edu/pages/wcce/job-placement-assistance/).

If there are other student success services that you’re aware of that you think I should highlight in the syllabus, please email me with the details. :)
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|      | **Major Assignment: Analyze Your Research Style Now**  
(https://palomar.instructure.com/courses/20749/assignments/266699) |
|      | **Major Assignment: Annotated Bibliography**  
(https://palomar.instructure.com/courses/20749/assignments/266700) |
|      | **Major Assignment: Evaluating Statistical Arguments**  
(https://palomar.instructure.com/courses/20749/assignments/266723) |
|      | **Major Assignment: Research Tips LibGuide**  
(https://palomar.instructure.com/courses/20749/assignments/266697) |
|      | **Major Assignment: Say-It-In-Six Presentation**  
(https://palomar.instructure.com/courses/20749/assignments/266698) |
|      | **Major Assignment: Source Matrix or Annotated Outline**  
(https://palomar.instructure.com/courses/20749/assignments/266722) |